



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

880505-01

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date 4-27-88	1. Agency Address Georgia Dept. of Agriculture Entomology & Pesticide Division Capitol Square Atlanta, Georgia 30334	Application Number 89-002	
Application Number		Date Received MAY 5 1988	Date Completed 3/28/89
2. Person to Contact J.R. Conley		Working Title Assistant Commissioner	Telephone Number (404) 656-4958
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. 116 Check One: <input type="checkbox"/> Change; <input checked="" type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest July 1, 1983	5. Records Series Title (followed by title used in office, if different) Structural Pest Control Files		
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Entomology and Pesticide Division licenses and regulates all phases of pest control; treated timber, pesticide product registration and plant nurseries and dealers. Pest Control operators are licensed and regulated in three categories; Household Pest Control, Wood Destroying Organisms and Fumigation.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Inspection and reporting for regulatory purposes of the Structural Pest Control Industry. Included are: Copies of: Monthly Job Reports (WDO) from each company. Form II Exceptions Inspector's Reports Laboratory Reports Reports to company requiring corrections in minimum adequate treatment standards. File is arranged: Alphabetically by Company			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>often</u> ; Seven to twelve months old <u>frequently</u> Thirteen to twenty-four months old <u>seldom</u> ; twenty-five months and older <u>rarely</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>3</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

X	a. Is this the official copy of the series? If not, where is it?
X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X	c. Is this a vital record?
X	d. Does this series have historical or long term research value?
X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X	f. Is the information contained in this series ever published? If yes, attach copy.
X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
X	i. Is this series (or a major portion of it) regularly microfilmed?
X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need * | 2 _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

* Rules of Georgia Structural Pest Control Commission 620-3-.02 (1)(f)

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

- ☐ Hold in the current files area _____ month(s) 2 _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

1988 MAY -5 PM 2:31

These instructions apply to all prior and future accumulations of the series.

Set # 89-002

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>J. L. O'Leary</i>	4-27-88	<i>Shirley G. King</i>	4-27-88
880505-01		State Records Committee (Signature)	
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		Date	
89-002		State Auditor/Designee	3-28-89
		Secretary of State/Designee	2/27/89
		Governor	
		Attorney General/Designee	3/28/89